

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5056

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enlisted Personnel Actions (Policy Letter #7)

1. IAW DA Pam 600-8, Requests for Personnel Actions, DA Form 4187, will be processed through an individual's chain of command for endorsement and submission to Headquarters, Department of the Army (HQDA) for final disposition.
2. Individuals desiring to speak directly with their Assignments Manager at HQDA may do so without requesting permission from the next higher command. However, please remember that the Battalion Command Sergeant Major must be kept in the information loop concerning any assignments or deletions from assignments. The Battalion Command Sergeant Major is the best individual to help you with your career decisions. He has the field experience to know what assignments and duties it takes to keep you competitive with your peers and can take more to the negotiating table on your behalf.
3. Point of contact for this memorandum is the Battalion CSM at DSN 471-9073.

PATRICK J. KELLY
LTC, OD
Commanding

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